

RFQ NOTIFICATION SHEET
Office of Contracts and Rate Setting

State of Michigan
Department of Human Services

Notice of a request for quotations or a request for proposals is hereby given Pursuant to Act No. 124 of the Public Acts of 1999.

Amount:	ITB Number
\$45,000.00 per year	DHS YIT-07-74001

Bid Description:

St. Clair County - Youth In Transition Services

*In order to be considered for award, the contractor must be willing to provide services in both contracts.

**The maximum amount of the award will be \$45,000 per year to fund both the Department of Human Services and the St. Clair County contracts. As a result of this award, two (2) separate contracts will be awarded to the same bidder.

Contract 1: This contract will be executed by Michigan Department of Human Services for \$30,000.

Supportive and transition services for youth ages 14 to 21 who have been or currently are in foster care under the care and supervision of the Department of Human Services.

Contract 2: This contract will be executed by the County of St. Clair for \$15,000.

Independent living supports for delinquent youth who have an active case with DHS Juvenile Justice workers.

Due Date For Response:

7/21/06

Contact Person Name:

Debra Frazzitta

Phone #:

(810) 966-2029

E-Mail Address:

frazzittad@michigan.gov

REQUEST FOR QUOTE
Michigan Department of Human Services

Contract/RFQ Number: YIT 07-74001

Bid Submission Due Date & Time: 7/21/06 at 3:00 p.m.

Geographic Area to be Served: St. Clair County

Service Titles: Contract 1: Case Management, Education Support, Employment support, Independent living skills Group, Mentorship, Closed Case Services.

Contract 2: Case Management, Education Support, Employment Support, Independent Living skills Group, Mentorship, Community Service Coordination.

Anticipated Contract Begin and End Dates: 10/1/06 to 9/30/09

Method of Reimbursement: ☒ Actual Cost ☐ Unit Rate

Maximum Annual Contact Amount: \$ 45,000.00 per year

Issuing Office: Department of Human Services St. Clair County

Contact Person: Debra Frazzitta

Telephone #: 810-966-2029 Fax #: 810-966-2043

Email Address: Frazzittad@michigan.gov

Pre-proposal Conference: (Date, time, location) 7/11/06, 2:30 p.m., St. Clair County Admin Bldg, 200 Grand River, 2nd Floor, Conference Room B, Port Huron, MI

Bidder Questions Due Date & Time: 7/12/06 at 3:00 p.m.

Submit 7 copies of the bid response and two (2) copies of the budget document, in a separate sealed envelope, to this address:

St. Clair County DHS - Attn: Debra Frazzitta		
DHS Office		
220 Fort St.		
Street Address		
Port Huron	MI	48060
City	State	Zip

The bidder must submit all inquires regarding content via e-mail or surface mail. Bid responses must be submitted in person or via surface mail. Neither fax nor e-mail transmission of bid responses will be considered for award. If DHS believes that clarification of its initial material is necessary, information will be posted to the DHS RFQ web site. Likewise, if DHS determines it is necessary to revise any part of this RFQ, addenda informing will be posted to the DHS RFQ web site.

Bid responses that exceed the maximum annual dollar amount indicated for the RFQ will not be considered for award. The contract amount for subsequent years will be dependent on DHS' and County of St. Clair's availability of funds and service needs. The established price per unit of service will be in effect for the entire period of the contract.

Bid responses are required to complete one annual budget for full amount. Once a contract award is made, Contractor will be required to submit two separate budgets: One budget for the DHS contract for a maximum \$30,000 and one budget for the County of St. Clair for a maximum of \$15,000.

To be considered, bid responses must arrive at the Issuing Office on or before the date specified above. Bidders mailing bid responses should allow normal delivery time to ensure timely receipt of their bid responses.

Awards made as a result of this RFQ will require execution of a contract with DHS and a contract with the County of St. Clair. The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

Rating

All bid responses will be evaluated on the basis of rating criteria identified in the RFQ. Contracts will be awarded using a two-step process linking price and quality. The most recent audit of each bidder may be reviewed by DHS, at its discretion, to determine the bidder's fiscal viability. DHS may eliminate from the rating process any bidders that fail to pass this review. If the bidder has provided contractual services to DHS previously, DHS may consider reviewing monitoring and/or outcome information related to prior contracts.

Authority: P.A. 2080 of 1939. Completion: Mandatory. Penalty: Contract Invalid	Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
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BIDDER OVERVIEW

This Request for Quote (RFQ) package contains the following elements:

1. Cover Sheet
2. Description of Services for Bid
3. Rating Criteria
4. Request for Quote Policy
5. Bidder Information and Instructions
6. Bidder Response Section
7. Cost Quotation
8. Budget Completion Instructions

Description of Services for Bid

I. CONTRACTOR RESPONSIBILITIES

A. Geographic Area

The Contractor shall provide services described herein in the following geographic area: St. Clair County.

B. Location of Facilities

The Contractor shall provide services described herein in facilities located at:

Client's home and/or

Other locations as agreed with the client and other locations as required to meet the needs of the youth.

C. Client Eligibility Criteria –

NOTE: (#1 and #2 below are strictly for DHS contract and #4 is strictly for County of St. Clair Contract)

1. Youth eligible for Youth In Transition (YIT) services include youth (age 14 and not yet 21) who are or have been (on or after their 14th birthday): supervised by the Department of Human Services in a Foster Care placement based on abuse or neglect. This includes, but is not limited to, placements in foster family homes, relative's homes, group homes, emergency shelters, residential facilities and pre-adoptive placements.
2. Youth eligible for Closed Case Support (CCS) are those young adults up to age 21 who are no longer under DHS care and supervision (discharged), while still within the YIT eligibility parameters. CCS is intended for those youth currently living on their own, who are primarily self supporting, and currently maintaining an independent household. A youth may access (self-refer) or be referred for CCS following discharge from a Michigan DHS supervised foster care placement.
3. The Contractor shall serve youth that reside in the Contractor's service area (as designated under 'Geographical Area' in this Agreement. Contractor may serve youth outside of the Geographic Area only with prior permission of Department of Human Services.
4. Youth under the jurisdiction of the Court, as an alternative to removal from the child's home provided that:

a) such care is an alternative to detention or other out-of-home care and a written complaint has been received and accepted by the Court or

b) such care is provided to youth who at the dispositional hearing are ordered into this services as an alternative to foster care or other out-of-home care.

5. Determination of Eligibility

DHS shall determine eligibility.

6. Staff/Contractor Qualifications:

Education:

- Individual with a minimum of a Bachelor's degree in Human Services or related field is required.

Experience:

- Minimum of two (2) year(s) of experience providing direct client services.
- Minimum of two (2) year(s) of experience working in Human Services.
- Basic knowledge and ability to access community resources that address basic needs such as food, shelter, education and employment.
- Basic knowledge of the laws and rules which apply to the DHS or which have been promulgated by the DHS regarding client confidentiality.
- Individuals working directly with children and families shall provide documentation of Criminal and Central Registry checks. Discrepancies in record checks shall be reviewed with the local DHS for final decision.

D. Program Focus

1. The purpose of the Youth in Transition (YIT) Independent Living Services contracts is to provide independent living services to eligible youth as defined by the John H. Chafee Independent Living Act of 1999.

2. Services must be coordinated with other federal and state programs for youth, including but not limited to abstinence programs, local housing programs, programs for disabled youth, school to work programs, employment programs, and health care services before utilization of YIT funds.
3. All other available resources for independent living services must be exhausted prior to utilizing YIT funds.

E. Definitions

1. Service Coordination: Upon initial intake/interview and initial assessment of youth's appropriateness for continuing participation, service coordination constitutes all efforts/activities (on behalf of the youth) covered under this contract and funded by the Youth In Transition fund source.
2. Referral: At all times, youth will be referred to/for needed goods and services already available and accessible in the youth's community; for services not provided under this Agreement; and for services primarily provided by others and supplemented through this contract. Referrals to the Contractor must meet all applicable conditions and requirements set forth in this contract. Youth currently under the care and supervision of the Contractor agency will, for purposes of this contract, be treated and considered for program involvement as all other referred youth, and must meet the same requirements and conditions as set forth herein.
3. Outside Service Provider: Any individual or entity providing a good or service not directly provided through this Agreement, and may include public or private service providers. Also includes services available within the Contractor agency that are not funded by this Agreement.
4. Independent Living (IL) is defined as the preparation for and transitional phases of adolescent/ young adult development that leads to decreasing dependence and increasing self-reliance and self-determination with a goal of functional independence in a community.

F. Services to be Delivered

Service 1 of 6: CASE MANAGEMENT

1. The Contractor Shall:
 - a. Accept referrals from public and private agencies, self-referred youth, and from other Contractor programs (Note: All youth must meet eligibility requirements, regardless of referral source.)

- b. Verify youths eligibility for Youth In Transition funded services through the county local DHS office.
- c. If there is no current DHS Structured Decision Making (SDM) assessment of the youth's independent living skills, completed within 90 days preceding the referral complete a comprehensive assessment that adequately addresses youth(s) preparation for and transition to functional independence within seven working days of initial intake.
- d. Maintain the completed assessment in each youth's case file, and provide a copy to the youth's foster care worker, if applicable.
- e. Review any existing and available Initial Service Plans (ISP), Updated Service Plans (USP), Structured Decision Making (SDM) Child Needs and Strengths Assessment (DHS-67), and other materials to gather all needed information in order to complete the assessment.
- f. Prepare a written independent living service plan for each youth with youths involvement. This plan shall be developed based on the identified needs and strengths determined by the assessment. The signature of the youth is required to signify participation in the development of the plan and a commitment to its outcomes.
- g. Notify youth that follow-up contact will be pursued after termination of services.
- h. Complete two (2) follow-up contacts for each youth after termination of services.
 - 1) Contacts shall be made at approximately ninety (90) and one hundred eighty (180) days following termination of service.
 - 2) Attempts to follow-up shall include, at a minimum, three (3) phone calls at different times of the day (morning, afternoon, evening), on different days.
 - 3) If no contact is made, a copy of a follow-up form shall be sent to the last known address of the youth with a request that it be completed and returned to the Contractor. Verification of mailing should be obtained from the postal service and retained in the youth's case file.

- 4) Documentation of contact attempts shall be recorded on a follow-up form. If the form is mailed out, a copy shall be maintained in the case file, with the postal service verification of mailing, until the original is returned.
- i. Provide transportation services by direct provision or coordination with other transportation providers for all independent living related activities. When coordinating transportation services, consideration must be given to the safety of youth.
2. Time Frames: Contractor must be prepared to provide service within 14 calendar days of referral. Thereafter, service will occur on an ongoing basis.
3. Volume of Service:
 - a. Clients/Youth – The estimated number of eligible (unduplicated) youth to be served during the period of this Agreement shall be:
DHS Contract: 58
County of St. Clair 18
 - b. Unit Definition(s): One unit equals one hour of Contractor time providing assessment, intake, service coordination and referral as defined above.
 - c. Number of Units: The estimated number of units of service to be provided per term of Agreement shall be:
DHS Contract: 1076
County of St. Clair 230

Service 2 of 6: MENTORSHIP

1. The Contractor shall:
 - a. Provide adult mentors to those eligible youth seeking a positive adult relationship, which will assist them in Independent Living (IL).
 - b. Coordinate with existing mentor programs in the community or, if no mentor programs exist, establish techniques to recruit adult mentors, using commonly recognized recruitment techniques (e.g., Public Service Announcement's; program presentations; materials distribution), and utilize available community resources as much as possible.

- c. Document those recruitment activities and efforts on a monthly basis, assuring that not more than 10% of total program budget is expended for these efforts.
- d. Conduct interviews and screening for all adult mentors; protective services screening and criminal background checks shall include (but are not limited to) contacts with law enforcement, employers, and character references.
- e. Maintain a file record for each mentor candidate which includes the interview and screening/background information, while assuring mentor candidate information confidentiality.
- f. Discuss and clarify program expectations for commitment with the mentor candidate:
 - 1) Make a one-year commitment to the program.
 - 2) Be able to spend at least 3 to 5 hours a week with a teen.
 - 3) Attend mentor meetings, which are to be held, at a minimum, every other month.
 - 4) Attend social/recreational activities, which are held for all teens, volunteers and paid staff. Activities are held every other month, alternating months with the mentor meetings.
 - 5) Serve on a committee once a year to help plan one of the social/recreational activities.
 - 6) Submit monthly paperwork that shall include a self-evaluation form, a log sheet of contact with each youth with whom the mentor works, and a mileage report sheet.
 - 7) Be available for supervision by the volunteer coordinator.
 - 8) Sign a confidentiality agreement stating that client's names and personal information will not be given to anyone outside the program.
 - 9) Sign a release for a local police check and protective services clearance to be performed.
 - 10) Sign a release for a statewide criminal records check to be performed.

- 11) Have a valid driver's license and a copy of an automobile insurance certificate, if providing own transportation; or
 - 12) Have acceptable means of transportation available, if not providing own transportation.
 - 13) Have a TB test taken and provide written results for file which demonstrates a negative response to the test, and continue to test annually providing written results which demonstrate a negative response to the test, at Contractor's expense as documented in the budget for this Agreement.
- g. Provide an initial training series to mentor candidates which shall be developed by the Contractor and approved by the local DHS office, that shall include (but is not limited to):
- 1) Youth development and related issues;
 - 2) IL preparation;
 - 3) Goal setting;
 - 4) Mentor role and responsibility;
 - 5) Positive and productive relationships;
 - 6) Any additional Contractor program requirements and expectations for mentor-candidates.
- h. Provide ongoing/future training, related to working with youth in preparation for independent living, to all mentor candidates who are accepted as mentors on at least a monthly basis that may include (but is not limited to):
- 1) Informal discussions;
 - 2) Guest speakers;
 - 3) Film/video;
 - 4) Role-playing;
 - 5) Dissemination of written materials; and
 - 6) IL skills practice.
- i. Conduct mentor matches with youth that will, to the extent possible, be based on common interest and compatibility that shall be ascertained through interviews and initial meetings/interactions on a formal and/or informal (social) basis.
- j. Re-matches shall occur as needed or requested (by mentor or mentee), or by Contractor program staff.

- k. Develop/seek community and internal resources which enhance the mentor/mentee relationship (e.g., tickets, food, free/low cost activities).
- l. Provide mentor and youth with ongoing supervision and assistance, at least monthly by making face-to-face contact with the youth and the mentor. This supervision and assistance may include (but is not limited to):
 - 1) Assistance with communication;
 - 2) Problem solving;
 - 3) Ideas for activities;
 - 4) Plan; and facilitating connections/interactions with more experienced mentors and mentees.
- m. Ensure that mentors will not be matched with more than 2 youths at any given time.
- n. Provide acceptable activities that are approved by the referring caseworker. Activities should be designed to help the youth in development of IL skills. Recreational activities should address the needs identified in the youth's independent living plan.
- o. Provide, as needed:
 - 1) Reimbursement expenses accrued during mentoring activities or,
 - 2) A monthly stipend, not to exceed \$10.00 per meeting and \$200.00 per month for mentoring services. The stipend covers the costs of mentoring-related activities including transportation and entertainment costs,
- p. Provide peer mentors to those youth not seeking an adult mentor, who wish to be matched with an individual closer to their own age.
- q. Recruit peer mentors from local colleges/universities, church groups, "recognized" youth groups, the general public and from current youths who have been mentored in an on-going adult mentor relationship for at least six months.
- r. Adhere to the same (screening and training) requirements as outlined above for adult mentors.
- s. Provide additional training to peer mentors that specifically addresses peer to peer interactions, relationships, roles, and responsibilities.

- t. Assure that Contractor/agency contact person is available on a 24-hour basis to peer mentors as needed. This individual must be available for emergencies as well as problem solving needs (related to peer match). A 24-hour contact number must be provided.
- u. Provide staff or adult mentor supervised activities for peer matches for a minimum of three months following initial match. Contractor may impose additional requirements on peer matches, as necessary and deemed appropriate.
- v. Assure that upon satisfactory completion (Contractor determined) of training, the peer educators will be utilized in future adult and peer mentor trainings, and in any other Contractor program area deemed appropriate (e.g., outreach, marketing, youth group activities, IL skills activities).
- w. Compensate peer educators' time: compensation may be monetary, or may take the form of gift certificates, needed household items, outings/trips, or a combination; and provide documentation of all compensation provided.

2. Time Frames:

- a. Outreach and Program Marketing for mentors shall occur within 30 days of contract initiation.
- b. Interview and screening will begin immediately following initial 30 days.
- c. Training will occur as soon as mentor candidates are recruited.
- d. Matching will occur as soon as satisfactory training is completed and youth are available (via referral).

3. Volume of Service

- a. Clients/youths: – The estimated number of eligible (unduplicated) youth to be served per month shall be:
 DHS Contract: 8
 County of St. Clair: 4
- b. Unit Definition(s): One unit equals one youth matched with an adult or peer mentor, or one youth trained or functioning as a peer educator.

- c. Number of Units: The estimated number of units of service to be provided per term of Agreement shall be:

DHS Contract: 8 *

County of St. Clair 4*

*Note: Average (allowance for varying youth participation and mentor ability).

Service 3 of 6: EDUCATION SUPPORT

1. The Contractor shall:

- a. Provide Education Support to all eligible referred youth, which is based on the assessment and has a focus on the youth's personal educational goal.
- b. Encourage youth to strive and work toward an achievable educational level that will lead to employment and functional economic independence.
- c. Adhere to all applicable DHS policy regarding Foster Care youth and educational goals. For youth no longer under DHS supervision, service will be individualized to meet their needs.
- d. Ensure that education or technical/vocational training is addressed in the assessment and also incorporated in the Youth Service Plan.
- e. Refer youth to existing education support services (e.g., High School, GED/Adult Education program, College/University, Vocational Tech schools) for testing, information, tutoring, training, counseling, and financial assistance. Assist with accessing special education programs, including but not limited to:
 - providing information on programs,
 - assisting with completion of applications,
 - advocacy on behalf of youth.
- f. Advocate on youth's behalf and support youth in accessing services from 'outside' agencies.
- g. Assist youth with the provision of or preparation of any applications, forms, and documents required of the youth for service access.
- h. Follow-up on youth's unsuccessful attempts, via phone contact or meeting with representatives from agencies, institutions, or entities

where youth has sought assistance or support. Assist youth with problem resolution or advocate on behalf of youth.

- i. Document, on the DHS 4713, Service Youth Profile Report, youth or Contractor's inability to access needed services and supports, and all subsequent actions taken on behalf of youth. Service(s) may include (but are not limited to):
 - 1) Educational testing/assessment
 - 2) Educational counseling
 - 3) Academic tutoring
 - 4) GED preparation
 - 5) Vocational training coordination
 - 6) Assistance with or coordination of daycare services for any youth that has a need, after other available resources have been exhausted. Note: If DHS or other day care resources are not available due to non-compliance with DHS or other policy, then YIT funded day care is not an allowable option.
- j. Coordinate career planning with short term and long term goals with a focus on education or training to enhance a youth's potential for economic independence.
- k. Utilize adult and peer mentors/educators in the areas of advocacy, support, information dissemination, and, where appropriate, in any provision under this service component.

2. Time Frames:

Education Support will begin immediately following the development of the Youth Service Plan, and will occur on an ongoing basis as described in updated plans.

3. Volume of Service:

- a. Clients/youths: The estimated number of eligible (unduplicated) youth to be served during the period of this Agreement shall be:

DHS Contract:	35
County of St. Clair	12
- b. Unit Definition(s): One unit equals one hour of Contractor time providing educational support to an eligible youth as defined above.
- c. Number of Units: The estimated number of units of service to be provided per term of Agreement shall be:

DHS Contract: 140
County of St. Clair: 48

Service 4 of 6: EMPLOYMENT SUPPORT

1. The Contractor shall:
 - a. Provide appropriate employment support to all eligible referred youth. Such support shall be based on youth's age, educational status, ability, employability, and personal employment goal as determined by the assessment and the resulting Youth Service Plan.
 - b. Provide priority employment support service to eligible youth who will be discharged to IL or who are in an independent household.
 - c. Provide accelerated employment support service to those eligible youth that are facing imminent discharge from foster care and/or are living independently and have no other legitimate source of income.
 - d. Apply all applicable DHS policies while providing employment support service to youth currently in Foster Care and provide individualized employment support services for youth no longer under DHS supervision, to meet immediate needs. (Public access to DHS policy is available on the Michigan Web site at: www.michigan.gov/dhs. Select Manuals and Guides then DHS Program Policy, then Child and Family Services manuals.)
 - e. Build and maintain community relations with potential youth employers for job placement activities.
 - f. Make available, individually or in groups, information on existing and accessible (public and private) employment related programs.
 - g. Refer youth to existing "outside" employment testing, training, and job placement service providers. If appropriate services are not accessible within the community, document that fact and provide that service within the Contractor agency.
 - h. Advocate on behalf of and support youth's attempts at accessing employment services. This may require direct Contractor intervention.
 - i. Provide, utilize 'outside' resources or purchase necessary services when 'outside' resources are not available; and maintain documentation in youth's case record of all efforts and the results of those efforts. If a particular employment related service is not available

and/or accessible, documentation regarding unavailability and lack of accessibility is required.

- j. Provide employability training, maintain a pool of potential employers, provide job placement and support, and provide follow-up to youth experiencing difficulty maintaining ongoing employment.
- k. Assist youth with procuring all necessary documents (birth certificate, social security card, driver license/picture ID), work permits, and assist with development of a resume.
- l. Assist with career planning with a goal of functional economic independence.

2. Time Frames:

Employment Support services will begin immediately following the assessment. Services will be specific individual youth and will occur on a continuous basis as needed.

3. Volume of Service:

- a. Clients/youths: The estimated number of eligible (unduplicated) youth to be served per month shall be:

DHS Contract:	30
County of St. Clair:	10
- b. Unit Definition(s): One unit equals one hour of employment support for an eligible youth as defined above.
- c. Number of Units: The estimated number of units of service to be provided per term of Agreement shall be:

DHS Contract:	240
County of St. Clair	80

Service 5 of 6: INDEPENDENT LIVING SKILLS TRAINING

1. The Contractor shall:

- a. Create an Independent Living Skills Training Program that shall teach skills necessary to function effectively in the community, through the use of one-on-one instruction, small group classes, utilizing such techniques as lecture, guest-lectures, group discussion with question and answer sessions, role playing, etc. Existing community resources shall be used when applicable.

- b. Provide skills training that meets the identified needs of youths as identified in the Youth-Service Plan.
- c. The program is a series of ten weekly classes of two and one half (2 ½) hours each.
- d. Structure classes and hands-on activities so that each succeeding skill builds on the preceding skill.
- e. Include training that shall address:
 - 1) Intangible Skills:
 - a) Life Skills, which may include topics such as:
 - Personal hygiene
 - Relationships
 - How to be a productive member of society – voting, volunteer work, etc.
 - b) Awareness Skills, which may include topics such as:
 - Accepting criticism
 - Being polite
 - Active Listening
 - Consideration for others
 - c) Communication Skills, which may include topics such as:
 - Paying attention
 - Listening
 - Participating in group
 - Work projects
 - d) Interpersonal Relationship Skills, which may include topics such as:
 - Assertiveness training
 - Responding to your own feelings
 - Responding to others' feelings
 - Self-control
 - Conflict resolution

- Assertiveness training

e) Advanced Skills

- Separation and loss
- Problem solving
- Decision-making
- Time management
- Goal setting

2) Tangible Life Skills

a) Job search; job retention; career planning, which may include topics such as:

- Determine skills, interests
- Completing an employment application
- Preparing a resume
- Writing a cover letter
- Preparation and Interviewing for a job
- Awareness of other community job assistance resources
- Meeting employment related transportation needs.

b) Education/Training, which may include topics such as:

- GED
- Vocational education
- High school completion
- Post-secondary education needs (includes assistance in seeking financial aid and other sources of funding).

c) Apartment search/Home management, which may include topics such as:

- Housing resources
- Leases, contracts, landlord/tenant relations
- Household upkeep/maintenance
- Laundry
- Food preparation/nutrition
- Being a smart shopper

- d) Human Sexuality, which may include topics such as:
 - Making decisions about sexual activity
 - Social and emotional consequences of sexual activity
 - Prevention of AIDS and other sexually transmitted diseases
 - Contraception, pregnancy
 - Prenatal care, parenting
- e) Rights and responsibilities, which may include topics such as:
 - Age of majority voting, jury duty
 - Selective service
 - Consequences of alcohol use
 - Signing a contract, suing and being sued
 - Medical attention
- f) Community resources, which may include topics such as:
 - Transportation
 - Education/training options
 - Legal Aid
 - Counseling, substance abuse treatment
 - Religion
 - Medical assistance
 - Employment resources
- g) Personal Finance and Budgeting, which may include topics such as:
 - Savings and checking accounts
 - Credit-cards and personal debt
 - Creating and maintaining a budget

e. Evaluation:

Use the following questions to evaluate the Independent Living Skills Training Program:

1) Process

- a) How many youth were enrolled in the program?
- b) For how long was each youth enrolled in the program?
- c) How many youth completed the program?
- d) How many youth left the program before it ended?
- e) What were their stated reasons for leaving the program?

2) Outcomes

- a) Was there a positive change in the youth's attitude?
- b) How were the youth's social living skills enhanced?
- c) How knowledgeable/proficient is the youth in independent living skills?
- d) Comparison of Pre and Post test.

2. Time Frames:

Provision of Independent Living Skills Training shall be provided within a time frame as determined by the specific youth's need.

3. Volume of Service:

- a. Clients/youths: The estimated number of eligible (unduplicated) youth to be served per month shall be:
DHS Contract: 20
County of St. Clair: 5
- b. Unit Definition(s): One unit equals one, two and one half hour (2 1/2) training session.
- c. Number of Units: The estimated number of units of service to be provided per term of Agreement shall be: 20 (both DHS and County of St. Clair)

Service 6 of 6: **CLOSED CASE SUPPORT (For DHS Contract ONLY)**

1. The Contractor shall:

- a. Provide Closed Case Support (CCS) to those eligible youth prior to age 21, who are living independently, and may need assistance. (See Eligibility)
- b. Verify and document youth's eligibility for YIT funded services and discharge date.

- c. Youth who are eligible for closed case services are eligible for the entire range of services that can be provided to eligible youth that have an open case.

2. Time Frames:

Provision of Closed Case Services (CCS) shall be provided within a time frame determined by the individual youths identified need. Housing assistance shall be a top priority.

3. Volume of Service:

- a. Clients/youths: The estimated number of eligible (unduplicated) youth to be served per month shall be: 10
- b. Unit Definition(s): One unit equals one hour of service provided to a Closed Case eligible youth as defined above.
- c. Number of Units: The estimated number of units of service to be provided per term of Agreement shall be: 50

Service 6 of 6: Community Service Coordination **(For County of St. Clair Contract ONLY)**

1. The Contractor shall:

- a. Identify community service agencies who will accept volunteer juvenile justice youth to perform community service.
- b. Supervise community service activity as required by community service agency.
- c. Assist youth with obtaining or provide transportation for youth to community services agency.
- d. Provide notification to referring worker within seven (7) business days of referral if unable to fulfill community service requirements.
- e. Provide summary report to referring worker within seven (7) business days of completing community service activity. Report must include a minimum of youth name, date of referral, referring worker, name of community service agency, number of hours requested and number of hours completed.

2. Time Frames:

Provision of Community Services (CCS) shall be provided within a time frame determined by the individual youths identified need.

3. Volume of Service:

- a. Clients/youths: The estimated number of eligible (unduplicated) youth to be served per month shall be: 10
- b. Unit Definition(s): One unit equals one hour of service for coordination, supervision, or transporting eligible youth for community service.
- c. Number of Units: The estimated number of units of service to be provided per term of Agreement shall be: 50

G. Reporting Requirements

- 1. Written documentation of services provided to DHS on an annual basis. This documentation must include:
 - a. DHS-4713 - Service Youth Profile Report
DHS-3472 – Youth in Transition Monthly Report, and
DHS-4714 – Program/Plan Monitoring Report (submit Bi-annually)
 - b. Monthly billing summary report which includes client names, referral dates, and services provided for each client.
 - c. Monthly progress report which includes client name, referral date, goals to be addressed, progress and barriers toward goals, and recommendations.
 - d. Final report – Include summary of the number, age and sex of youth served, services provided and service outcomes. This report is due within 30 days of the end of the contract.

Evaluation Criteria

The services provided by the Contractor under this Agreement shall be evaluated by DHS on the basis of the following criteria:

1. Evaluation and Reporting documentation will directly address and support service requirements, unit provision, and billing statement (DHS-3469).
2. Verification of youth participation/involvement (in case narrative and on the DHS-4713, Service Youth Profile Report) in plan development and plan updates. The DHS-4713 shall be submitted to the YIT program office on a quarterly basis and/or when the service is completed. (See CFF 722-6 and CFF 722-7)
3. Develop (YIT approved) and administer a youth satisfaction survey that indicates a seventy-five percent (75%) satisfaction rate for each service category
4. Report a seventy-five percent (75%) success rate for goals and objectives defined in Transitional Living Plan at ninety (90) day follow-up contacts.

REQUEST FOR QUOTE - RATING CRITERIA

Request for Quote (RFQ) proposals will be rated by a Rating Committee according to the following criteria:

I. Bidder's Experience/Qualifications

(Maximum points 20)

A. Agency

1. Has bidder ever performed similar services for DHS or another purchaser?
 - . How recently were services provided and for what duration?
2. To what degree is experience with other similar services relevant to the service(s) being bid?
3. Does the bidder demonstrate successful collaborate working relationships with other relevant community systems and have documented increased outcomes for clients:

B. Staff

1. Do the position descriptions for direct services staff persons require experience in this or related services?
2. Does the supervisory staff, who will provide supervision and oversight of direct-care staff, have previous work experience in this or related services?
3. Do the staff for whom resumes are provided demonstrate the appropriate level of capability for providing identified services?

C. Education

1. Are educational requirements appropriate for staff?
2. Does the bidder provide an acceptable level of training for new staff?
3. Does the bidder have an acceptable level of on-going training to staff?

II. Program Implementation (Work Plan)

(Maximum points 35)

A. Service Delivery

1. Are step-by-step procedures described in detail? Do they demonstrate ability to fully implement the program?
2. Does the bidder demonstrate ability to provide services to a diverse client population?
3. Is the bidder's plan for accommodating client barriers to accessing services adequate?
4. Does the bid response adequately describe how the bidder will engage eligible clients and encourage a high level of participation?
5. Is the bidder assessment process relevant for program eligibility and intent
 - Strength based; solution focused
 - Client centered
 - Timely after referral
6. Does the bidder have an acceptable plan in place to assure that it will begin on the identified date?
7. Does the bidder demonstrate the ability to coordinate services with other agencies for clients served by multiple systems?

B. Staffing

1. Does the proposed organizational chart describe appropriate lines of supervision and authority to assure efficient delivery of service and contract compliance?
2. Does bid response include adequate descriptions of roles for executive/administrative staff, management/supervisory staff, direct-care-staff, and other supportive personnel?
3. Does the bidder identify an adequate plan to assure an appropriate level of staff screening?
4. Does the bidder have an acceptable turnover rate for direct care staff and an acceptable plan in place to address continuation of service when staff turnover occurs?

III. Outcomes

(Maximum points 10)

- A. Was the bidder able to demonstrate ability to establish and achieve outcome goals?
- B. To what degree were outcome goals achieved? For what percentage of population served were goals achieved? What percentage of goals was achieved?
- C. Does the bidder demonstrate an ability to perform follow-up with clients and assess effectiveness of its services?

IV. Fiscal Resource Allocation

(Maximum points 25)

- A. Does bid response demonstrate that the bidder's resources can provide a consistent capacity to sustain an adequate level of service throughout life of the agreement (including staffing, communication resources, and the described facility [both location and size])?
- B. Are the number of direct-care staffing hours adequate to deliver the level of needed service, as identified in both the fiscal and Narrative portions of the bid response?
- C. Are the resources (budgeted details such as salaries, occupancy, communication, supplies & equipment, transportation, contracted services, and miscellaneous) reasonable to accomplish the bidder's work plan, and reasonably adequate to provide a consistent level of service throughout the life of the agreement.
- D. Are the resources identified in the narrative portion of the proposal consistent with those in the budget?
- E. Does proposal specifically identify what resources bidder has available and how it will utilize (all) those resources to facilitate 24/07/365 accessibility (i.e., staffing allocation; communication; transportation, community contacts, etc.)?
- F. Does the bid response include unallowable costs that will impact the ability of the bidder to implement the work plan?

V. Availability/Accessibility

(Maximum points 10)

- A. Does the bid response adequately describe how bidder will provide outreach services?
- B. Is the bidder able to provide services at times when most clients can access them?
- C. Does the bidder make adequate provision for client transportation needs?
- D. Are the bidder's facilities and services easily accessible to clients with disabilities?

Price Competition

Competitiveness in pricing will be determined using a formula that will divide the lowest bid price (from that region) by the bidder's price, and then multiply that by the bidder's initial score, determined through the above rating criteria.

REQUEST FOR QUOTE POLICY

General Information

This Request for Quote (RFQ) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

1. Contract Award

Contract award negotiations will be undertaken with those Contractors whose bid responses, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider bid responses or modifications thereof received at any time before award is made, if such action is in the best interest of DHS.

If a contract is awarded, the selected bidder will be required to comply with standard, non-negotiable General Provisions, which will be a part of the contract.

2. Rejection of Bid Responses

DHS reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFQ is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

4. Inquiries

Questions regarding content of this RFQ must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date specified on the cover sheet.

5. Amendment to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to this website.

6. Response Date

To be considered, bid response must arrive at the Issuing Office on or before the date and time specified in the cover sheet. Bidders mailing responses should allow normal delivery time to ensure timely receipt of their bid responses.

7. Bid Response

To be considered, bidders must submit a complete response to this RFQ, using the exclusively the format provided in the "Bidder Response to DHS". Bid Responses must be signed by an official authorized to bind the bidder to its provisions. The bid response must remain valid for at least 90 days.

8. Acceptance of Bid Response Content

The contents of the bid response of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Bid Responses should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFQ.

10. Prime Contractor Responsibilities

The selected Contractor will be held accountable for all services offered in the bid response. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFQ on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Bid Responses are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

13. Independent Price Determination

- a. By submission of a bid response, the bidder certifies:
 - 1) The prices of the bid response have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - 2) Unless otherwise required by law, the price quotation in the bid response has not and will not be knowingly disclosed by the bidder to any potential bidder;
 - 3) No attempt has been made or will be made by the bidder to induce any other person or agency to submit or not to submit a bid response for the purpose of restricting competition;
 - 4) The price quoted is not higher than that given to the general public for the same service.
- b. Each person signing the bid response certifies that:
 - 1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the bid response, and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above; or
 - 2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the bid response, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, through 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above.
- c. A bid response will not be considered for award if the bidder is found to be noncompliant with any part of section 13 unless the bidder furnishes with the bid response a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

BIDDER INFORMATION

1. To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

To register on MAIN:

- Click on <http://www.cpexpress.state.mi.us/>
 - Follow directions.
2. **Proof of public liability insurance** must be provided to DHS prior to the time the contract is executed (issued).
 3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, (including a budget) as it applies to both the bidder and the subcontractor(s).

A contractor is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the contractor. Raters of bid responses will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

4. In completing the bidder response, please note the following:
 - The bid response should be paginated, except for attachments
 - Font size should be 12 or larger
 - Observe restrictions on number of pages. Restrictions do not include resumes, position descriptions, organizational charts or other attachments.

BIDDER RESPONSE SECTION

1. Bidder Name: _____

2. Bidder Mailing Address: _____

Bidder E-mail Address: _____

Bidder Fax Number: _____

3. Bidder Mail Code: _____ (Identified when registering on **MAIN**. See previous page)

4. Type of Organization: (Check one). Individuals are private proprietary.

_____ private, non-profit _____ private, proprietary _____ public _____ university

5. Bidder's fiscal year begin date: _____ (day and month)

6. Bidder's representative who is the authorized negotiator for the bidder.

(Name)

(Telephone Number)

7. Statement of Intent

The bidder hereby assures that the Request for Quote has been reviewed by the organization's governing body and that body has authorized submission of a bid response; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a bid response and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Quote, if selected and funded to do so.

Signature of Organization
President or Director

(Date)

Typed Name of Organization
President or Director

(Date)

A. Bidder Experience/Qualifications

Provide the following information:

1. Length of time providing this or similar services
2. List locations within the state at which the bidder maintains office that will be involved in providing service.
3. List all contracts with DHS that have been in place within the past 5 years.
4. Prepare a narrative description of prior experience providing this or a similar service. Include the following information:
 - Brief description of service provided;
 - Recipient of service;
 - Dates of service provision;
 - Describe the degree of similarity between related services the bidder has provided and the services being bid;
 - Name and telephone number of a contact person for each individual or agency for whom service was provided.
5. Using Staffing Allocation and Qualifications, CM-011, (attachment A) provide the requested information for each service for which a bid response is submitted:
 - Provide position descriptions for all positions included in the price quotation. Identify the positions current staff will fill if the contract is awarded to the bidder. Identify specific experience current staff has as it pertains to the services to be provided (possession of applicable licenses, completion of applicable training or workshops, etc.) Include resumes for all current staff who will provide services if the contract is awarded to the bidder. For all positions, identify minimum requirements with regard to education, years and type of experience, training, etc.
 - Attach a salary schedule for each staff employee who will provide services as identified above. Include all automatic and/or merit pay increases individuals will be eligible to receive during the term of the contract.
 - For each position, list the number of hours and the number of weeks to be committed to the services being bid.
6. Describe your current rate of turnover, (overall and direct service) including expectations for current staff continuance, planned staff reductions or growth, and

comment regarding anticipated future turnover. Describe mechanisms in place to encourage staff retention.

7. Provide an organization chart that shows the structure that will be used to provide services if the contract is awarded. This should show who in your organization will be responsible for reporting to the DHS' Contract Administrator (CA). Please make sure position titles on the organizational chart match title designations referenced elsewhere in the bid response.

B. Work Plan (Program Implementation)

In narrative form, please describe how the bidder would implement the program described by DHS. Include the following information and identify each section by number and heading indicated below.

1. Describe the needs and strengths of the client population and how that will impact on service delivery.
2. Prepare a description of the way in which service would be provided to a client.

3. **Supervision**

Describe when and how staff will be supervised.

4. Explain how client will participate in identifying of needs and decision-making.
5. Once the contract is awarded, indicate how long it will be before you or your agency will be able to provide service (be specific, i.e., 30 days, 45 days, etc.) Confirm ability to provide service on the identified date.
6. How will the bidder interact with other agencies involved with the client's plan of treatment?
 - . Court
 - . DHS
 - . Other Agencies

C. Achievement of Outcomes

1. Specify the number of clients expected to achieve the desired outcomes.
2. Identify anticipated outcomes for the services to be provided.
3. What percentage of outcomes will be achieved for clients served?

D. Availability

1. Specify normal hours of business.
2. Indicate ability and willingness to provide additional hours at other times or days if necessary.
3. Identify each location where services will be provided. Include the street address, city, and zip code for all locations.
4. Do facilities and services allow/encourage participation by clients with disabilities? That is, are facilities accessible by wheelchair? Are restrooms accessible, etc?
5. Indicate ability to arrange transportation for clients to receive services, such as convenience to public transportation, bidder-owned vehicles, etc.
6. Access to public transportation.
7. Outreach
Indicate ability to provide outreach services in clients' homes or mutually agreed-upon locations if this is requested in the service description. Ability to respond to crisis situations.

E. Budget Completion

Complete the following Price Quotation sheet and a Budget Statement (CM-468) and Budget Detail Sheets (CM-468A) (http://www.michigan.gov/documents/CM-468ex_15681_7.xlt) in accordance with instructions. The bidder should complete the Budget forms only for the first 12 months if the bid response is for a multi-year period.

The bidder should submit price quotation and budget in an envelope separate from the rest of the bid response.

- If the initial period of the contract is for less than 12 months, a prorated contract amount will be calculated accordingly.
- The price established and approved by DHS will be in effect for the entire period of the contract and cannot be changed during that time.

F. Budget Narrative

Use the attached Resource Grid (CM-0043), (attachment B) to provide a narrative description of all resources the bidder requires to meet the requirements of the contract. Please be as brief as possible, while including all pertinent information.

1. Itemize (without indicating actual dollar amounts) the types of employees benefits offered, the square footage of each facility, supplies, travel mileage and other resources included in your budget. Be as specific as possible and quantify all resources whenever possible.

2. If resources will be provided through another source, identify the source and type of funds to be used. All match and in-kind funding should be identified and explained.

This information will be used to determine whether or not the resources included in the price quotation are adequate to provide the services DHS wishes to purchase as stated in the RFQ. The budget narrative will be compared to the price and budget documentation for each bid response submitted by an individual specifically assigned to conduct a fiscal review.

NOTE: Do not include figures that would indicate the dollar amount of bid response or unit cost in this section. Dollar amounts should be stated in the sealed price/budget portion of your response.

BIDDER NAME:

PRICE QUOTATION

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ and extrapolated from the budget information provided. Please identify the service being bid, using the title as shown in the RFQ.

Service #1:

Unit Definition:

a. Price per unit of service: \$_____/unit

Service #2 (if applicable):

Unit Definition:

a. Price per unit of service: \$_____/unit

Service #3 (if applicable):

Unit Definition:

a. Price per unit of service: \$_____/unit

Service #4 (if applicable):

Unit Definition:

a. Price per unit of service: \$_____/unit

Service #5 (if applicable):

Unit Definition:

a. Price per unit of service: \$_____/unit

Service #6 (if applicable):

Unit Definition:

a. Price per unit of service: \$_____/unit

Bidder: Submit this form in a separate envelope with the budget.

BIDDER RESPONSE: STAFFING ALLOCATION AND QUALIFICATIONS

Michigan Department of Human Services

Bidder Name *	
County	Type of Service

CATEGORY	POSITIONS	RATE/ HOUR	HOURS/ WEEK	# OF WEEKS	QUALIFICATIONS
**MANAGERIAL/ SUPERVISORY					
DIRECT SERVICE					
SUPPORT STAFF					

* Please provide information on staffing only for services to be provided for the request for quote/contract.

**Managerial/supervisory refers to administrative positions. If a position is both administrative and direct service, prorate the position into the correct categories.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

RESOURCE GRID

MICHIGAN DEPARTMENT OF HUMAN SERVICES

* Do not include dollar amounts.

** List any match resources your agency will be providing and the fund source of that match.

Resource	Description
Employee Fringe Benefits (FTEs by position)	
Occupancy (square feet and number of Facilities)	
Communications (fax, telephone, number of lines and phones)	
Supplies (general, program, duplicating)	
Equipment	
Local Transportation (number of miles for client transportation)	
Contractual Services	
Specific Assistance to Individuals	
Miscellaneous	

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